



Academy Policies & Instructor Resources

DEDICATED INSTRUCTORS. MEANINGFUL COMMUNICATION. ACCESSIBLE RESOURCES.



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Welcome

Note

DMA Instructors,

What a privilege we have to share the gift of music with students each week! Thank you for providing opportunities for students to express themselves through music. In addition to gaining new musical skills, students are developing a passion for music that will last a lifetime.

As Dawson Music Academy begins a new school year, I'm excited to see what God has in store for us this year. I'm praying for your important ministry as you impact the lives of students this year.

Music is an amazing gift; it has the power to make every aspect of life better. Thank you for sharing this gift with your students!

Blessings,

Kimberly Jones

Kimberly Jones
Dawson Music Academy Director
205.908.4568 (cell)



Core Values



Core Values

Our Purpose

Our Purpose:

To develop creative, passionate, and skilled musicians who use their talents to reflect Christ

Our academy serves as a ministry of Dawson Family of Faith. As we teach students to use their talents to reflect Christ, we desire to become and help others become faithful servants of Jesus Christ.



Core Values

Our Focus

Our Focus:

We are committed to helping students receive quality music lessons in a Christian environment. As we partner with parents and students on their musical journey, we commit to support them by sharing with them:

Dedicated Instructors

Meaningful Communication

Accessible Resources



Our Prayer

As we invest in the lives of students, we desire for them to experience God. The prayers below represent ways we ask God to impact students:

1. Experience God's Love

God, allow my students to be rooted and established in love, so that they may grasp how wide and long and high and deep is the love of Christ. Ephesians 3:17-18

2. Discover Identity in Christ

God, help my students rejoice because they are fearfully and wonderfully made. Help them not compare themselves to other students but to be confident in the gifts you have given them. Psalm 139:14

3. Encounter God in Worship

God, as my students offer their talents in worship, let them discover that you inhabit the praises of your people. Let them know the power of your presence as they use music to worship You. Isaiah 43:21, John 4:24, Psalm 22:3

4. Develop Perseverance

God, as my students experience the joy of working hard and accomplishing great things. Give them patience with themselves and confidence in You as they explore new skills. Colossians 3:23, Hebrews 12:1-2, James 1:2-4

5. Build Positive Relationships

God, help my students be kind to their friends and show your love to others. Help them be respectful to parents, teachers, and other adults in their lives. Ephesians 4:32, Ephesians 6:1-2



Dedicated Instructors



Dedicated Instructors

Our Focus

As dedicated instructors, we are committed to the following:

- Developing creative, passionate, and skilled musicians
- Adapting lessons to each student's unique interests
- Building relationships with students
- Providing opportunities for students to use their talents to reflect Christ
- Learning new teaching methods to meet the needs of our students



Dedicated Instructors

Instructor Expectations

1. Professionalism

- Business casual attire is expected
- Be professional in your attire (shorts and skirts should be appropriate length)
- Jeans are fine, but no casual t-shirts, gym shorts, or hats
- Wear Dawson Music Academy name tag

2. Preparation

- Be on time and prepared for lessons
- Set realistic and inspiring goals for students
- Select music that helps students make progress towards their individual goals

3. Communication

- Communicate music knowledge, lesson goals, and progress with students
- Communicate Christ's love to students and parents with encouraging words, written notes, Scripture, and prayer as opportunities arise
- Communicate professionally with parents
- Communicate well with Academy Director

4. Musicianship

- Share your passion for music through creative teaching methods
- Model musicianship by playing with students and demonstrating skills when appropriate
- ***All instructors should have their instruments with them in weekly lessons***

5. Organization

- Keep accurate attendance records
- Schedule new students promptly
- Schedule make up lessons when appropriate



Dedicated Instructors

Instructor Responsibilities

1) Record accurate weekly attendance online.

Weekly attendance should be entered by Friday at 8:00 p.m.

2) Prepare your students to perform in a recital.

Students should perform in at least 1 recital during the year.

3) Attend 1 Instructor Workshop/Discussion Meeting per semester.

4) Meet with Director for Annual Teaching Reflection Conference.

****Failure to fulfill these responsibilities or ignoring policies and procedures will result in dismissal from teaching responsibilities at Dawson Music Academy.***



Dedicated Instructors

Weekly Lesson Content

Our Purpose:

To develop creative, passionate, and skilled musicians who use their talents to reflect Christ

Weekly lessons should include the following elements:

- Fundamentals of Music Skills
- Theory
- Ear Training
- Coaching in musicianship & expressive playing
- Musical Selections that reflect fundamental skills
- Musical Selections that challenge the student's abilities
- Musical Selections that reflect the student's interests*

**Musical selections should not contain lyrics that are inappropriate to our Christian environment or contrary to our purpose.*



Dedicated Instructors

Collaboration

To provide collaborative support for instructors, the following opportunities are available:

- Monthly “Connect” Lunches
- Semester Instructor Workshop/Discussion Meetings
- Observations of Lessons/Teaching Styles
- Connections with other teachers



Dedicated Instructors

Instructor Incentives

Throughout the year, financial incentives may be added to selected instructor's pay who have shown outstanding performance in the following areas:

- Quality instruction on a weekly basis
- Student retention throughout the year
- Administrative procedures in scheduling and recording attendance



Dedicated Instructors

Payment Penalties

Failure to comply with the following Academy Policies without receiving prior approval from the director will result in no payment for the lesson(s):

- Teaching lessons on a day/time different from established teaching schedule
- Teaching lessons in a room other than assigned teaching room location
- Teaching more than 16 lessons in a semester

Note: Due to liability issues, the child of an instructor is not allowed to be in a private lesson while the instructor is teaching a private lesson student.



Dedicated Instructors

Perks for Instructors

The following perks are provided to all Academy instructors:

- Part-Time Employee of Dawson Memorial Baptist Church
- Administrative support through the Academy office (Tuition payment, student recruitment, and recital details coordinated by Academy.)
- Collaboration with fellow instructors to share ideas and resources
- Free Annual Gym Membership to Family Recreation Center (You must attend an FRC Orientation before membership is activated.)
- Free Childcare on certain scheduled days/times. (Childcare is available Monday thru Thursday from 8:30-11:30 a.m. and Tuesday from 6:00-8:30 p.m. To make childcare reservations, email Donna Allan at dallan@dawsonchurch.org.)



Dedicated Instructors

Professional Dues

After teaching with the Academy for one year, instructors with at least five students in their studio are eligible for reimbursement for the following professional dues:

String Instructors:

50% of ASTA membership paid yearly

50% of AMTA membership paid yearly

Piano Instructors:

100% of BMTA and AFMC membership

50% of your AMTA membership paid yearly

All Instructors:

50% of NAFME membership paid yearly

To receive these reimbursements, give a copy of your receipt to the Academy Director.



Meaningful Communication



Meaningful Communication

Our Focus

Meaningful communication allows us to:

- Support each other's goals
- Efficiently schedule lessons and make up lessons
- Partner with parents to maximize student learning



Parent Communication

When we partner with parents, our students achieve greater success. Here are some areas where parent communication leads to musical success :

- Logistics of Lesson Schedules (weekly lesson time, make up lessons, etc.)
- Updates on Student Progress
- Suggestions for at-home practice goals and routines
- Supplies needed for weekly lessons and/or at-home practice (lesson books, metronome, etc.)
- Special opportunities for students to share their talents (recitals, Christmas events, All State tryouts, music camp, etc.)

Direct Communication:

Each instructor should share his/her contact information (email and/or phone number) with students' parents. In case of a last minute cancellation, students should contact the instructor directly instead of the Academy Office.



Scheduling Details

Initial Scheduling Communication:

1. When instructors receive registration information for new students, they should email or call the parent to set up a weekly lesson time.
2. After instructors confirm a weekly lesson time with student/parent, they should communicate with the Director so the student can be added to the online calendar.

Room Assignment Communication:

1. Once the instructor confirms the weekly lesson time, the Director will assign the teaching room location.
2. Once instructors receive the teaching room location, they should communicate that information directly to students.

Methods of Communication:

All forms of communication with students and parents should be professional. Instructors should use discretion to decide the most appropriate method of communication depending on the situation (phone, email, text, etc.).



Lesson Books

Lesson Books:

It is important for students to have the appropriate resources to achieve musical success. Each instructor should decide their preference for purchasing lesson books:

- Communicate with parents the list of books they should purchase. In this situation, it is helpful to offer suggested places where they can find the books (i.e. send an online link to purchase, send them to Ellis piano, etc.).
- Parents can reimburse the instructor for the books purchased. In this situation, the instructor should share a receipt for the books with the parent.

Special Notes:

- It is important for the first lesson to be successful. Be sure to communicate ahead of time so students can be prepared with the resources they need for their first lesson.
- While there may be occasions to use copies of music, whenever possible, please have students purchase the music for their own use.



Meaningful Communication

Teaching Hours

Lessons can be taught during the following hours:

Sunday 12:45 p.m.- 4:45 p.m.*

Monday 8:00 a.m.- 7:00 p.m.*

Tuesday 8:00 a.m.- 7:00 p.m.*

Wednesday 8:00 a.m.- 6:00 p.m.*

Thursday 8:00 a.m.- 7:00 p.m.*

Friday 8:00 a.m.- 6:00 p.m.*

**Indicates the time the lesson concludes
(not the time the lesson begins)*



Teaching Locations

All Dawson Music Academy Lessons must be taught on Dawson's campus.

Lessons take place in the following locations:

- 3rd Floor North Building
- 2nd Floor West Building
- 3rd Floor West Building

Schedule Changes/Communication:

- Teaching rooms are assigned based on teaching schedule requests. If schedules change to start earlier or end later than originally established, please communicate the changes to the Director.
- Teaching lessons on a day/time different from established teaching schedule without prior approval from the Director will result in no pay for the lesson(s).
- Requests for teaching rooms for make up lesson should always be communicated with the Director.
- Teaching lessons in a room other than the assigned teaching room location without prior approval from the director will result in no pay for lesson(s).

The Dawson Campus





Accessible Resources



Accessible Resources

Our Focus

Accessible resources provide:

- Teachers with supplemental teaching materials
- Students with lesson support materials
- Parents with tools to support student success



Teacher Resources

Teacher resources include:

- Online attendance records
- Access to Music Office Copier
- Access to Music Office Kitchen
- Supplies in Academy Resource Closet
Supplies include Academy backpacks, pencils, binders, stickers, candy, CD Players, etc.
- Music Library in Academy Resource Closet
Includes Suzuki violin method books & Faber piano method books, and various other selections
- Technology Teaching Aids
Theory Apps & other resources posted on Academy blog at dawsonmusicacademy.org/blog

**Instructors receive a key to access Academy Resource Closet and Music Office Workroom/Copier.*



Student Resources

Student resources include:

- Assignment notebook/binder
- Monthly Practice Chart*
- Monthly Practice Reward*

***Monthly Practice Incentives:**

Monthly practice charts are available on the welcome tables at the beginning of each month. Instructors establish practice goals for each student, specific to that student's needs. At the end of the month, if the student has met their practice goal, the instructor will reward the student with a Practice Reward that is sponsored by a community partner. The Director will communicate with the instructors each month to confirm how many rewards are needed and where to pick up the awards.



Parent Resources

Parent resources include:

- **Monthly Email Newsletter**
Student Showcase opportunities, registration information, and Student Spotlights
- **Regular Blog Posts**
Resources and tips for parents of musicians
- **Music App Recommendations**
Theory Apps & other resources posted on Academy blog at dawsonmusicacademy.org/blog



Accessible Resources

Music Apps



Note Perfect

Provides an interactive way for students to improve their note naming skills.

Music Tutor

Provides practice with naming notes on the musical staff. It improves fluency in reading notes.

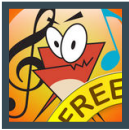


Staff Wars

Students can "Select a Mission" with visual graphics and sound effects reflecting the Star Wars theme.

Name That Note

Helps advanced students improve their fluency in reading notes in the treble clef or bass clef.

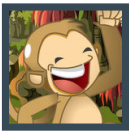


Noteworks

Noteworks offers younger students practice with naming notes on the musical staff.

Rhythm Cat

An entertaining app that helps students learn to read the most commonly used rhythms.



Rhythm Swing

Helps beginner students develop their rhythm skills.

Ear Training Lite

A helpful app for students who want to improve their ear training basic to advance skills.



Blob Chorus Ear Trainer

A fun way to practice ear training. The creative animation keeps kids engaged as they identify musical pitches.



Student Showcases



Student Showcases

Our Focus

Student showcases provide:

- Tangible goals for students to work on
- Performance experience for students
- Celebration opportunities for students
- Progress indicators for parents



Christmas in Community

Christmas in the Community Opportunities:

- Community Sponsor Store Locations
- Local Retirement Homes
- Christmas on the Patio at Dawson

Student Participation:

- Students are encouraged to participate in one of the Academy Christmas outreach experiences.
- The Director will confirm the details of each opportunity.
- Instructors will reserve the date/time that works best for them and their students.



Student Showcases

Recital Day

Recital Day:

Each spring, the Academy will host a Spring Recital Day. This day allows students and instructors to celebrate their accomplishments of the year.

Planning Recital Details:

- Recital Day will be on a Sunday in April determined by Academy Director.
- Instructors will submit their choice for a recital time and location request.
- Instructor will select student recital pieces and prepare the pieces during weekly lessons with students.
- Instructors will submit recital information to the Director.
- Programs will be designed and printed by the Academy.
- Reception will be provided by the Academy.

Logistics:

- Recital Day will include approximately 200 students in a total of 12 recitals.
- Recitals will run concurrently in 4 locations on campus (2:00, 3:30, 5:00).
- Recitals will take place on Dawson's campus in the Chapel, Fellowship Hall, and Social Hall.
- Each recital will last between 45 minutes and 60 minutes.



Recital Guidelines

Instructor Recital Details:

- All instructors are expected to have at least 1 recital for their students during the year.
- Instructors with less than 15 students performing in a recital will combine with another studio for the recital. The number of students performing at the recital should equal at least 15 students.
- Recital pieces should not contain lyrics that are inappropriate for our Christian environment or contrary to our purpose. The Academy Director must approve all recital pieces at least one month before the recital.
- Only students enrolled in the Dawson Music Academy may perform in Academy recitals.

Student Recital Details:

- Students will play 1-2 pieces for the recital.
- Students may play from memory or with music.



Celebration Sunday

Celebration Sunday Opportunity:

Each spring the Academy will host Celebration Sunday for Academy students. On this day, Academy Students are invited to share their talents in Sunday Morning Worship at Dawson Family of Faith. Students will join with other Academy students and Dawson Orchestra to play in worship.

Student Participation:

- All students are encouraged to participate.
- Music parts are customized to students' abilities.
- Students prepare music in weekly lessons.
- Students participate in one rehearsal with Dawson Orchestra the week prior to Celebration Sunday.

Instructor Participation:

- Instructors will share music with students in weekly lessons and adapt parts to their abilities.
- Instructors will communicate with parents/students an invitation to participate.
- Instructors are encouraged to participate and play with their students.
- If instructors are unavailable to participate, their students may still participate.



Piano Festivals

Piano Festivals:

Piano Festivals provide an opportunity for students to develop their performance skills and receive feedback about their musical skills.

Alabama Federation of Music Clubs (AFMC) Hymn Festival

- November Festival dates at various locations in Birmingham area
- Students play 2 hymns/praise choruses from suggested repertoire list with music

Alabama Federation of Music Clubs (AFMC) Solo Festival

- February Festival dates at various locations in Birmingham area
- Students play 2 pieces from suggested repertoire list from memory

For more details, visit birminghammusicteachers.weebly.com

Alabama Music Teachers Association (AMTA)

District Piano Auditions

- April auditions at various universities in Birmingham area
- Students play 3 pieces from memory and demonstrate theory skills selected from age appropriate theory competencies.

For more details, visit almta.org



String Festivals

String Festivals:

String festivals provide an opportunity for students to play and receive feedback about their musical skills, and to gain experience playing with an orchestra.

All-State Orchestra Festival

- Audition Dates in October
- Festival Date in February at the University of Alabama in Tuscaloosa
- Students play prepared audition excerpts and a sight reading piece

For more details, visit alabamaorchestraassociation.org

Alabama Strings Teachers Association (ASTA)

Honor Strings Festival

- Festival Date in October at Samford University
- Students prepare music and play in orchestra with students of similar skill level

For more details, visit astabama.org

Alabama Music Teachers Association (AMTA)

District String Auditions

- Festival Dates in April at various universities in Birmingham area
- Students prepare a program of two chamber works representing different stylistic periods. Memorization is not required.

For more details, visit almta.org



Academy Policies



Lesson Goals & Lesson Counts

Semester Lesson Goals:

- The Semester Lesson Goal is the number of lessons ***to be taught*** during the semester. This is the number of lessons paid for by the student for the semester.
- Regular Tuition at Dawson Music Academy includes 16 lessons in each semester.
- Students who join mid-semester receive a pro-rated lesson goal.

Semester Lesson Counts:

- The Semester Lesson Count is the number of lessons ***attended*** by the student for the semester.
- Instructors are expected to keep track of individual student lesson counts throughout the semester. (This information can be accessed online.)
- Instructors should regularly compare the student's semester lesson goal with the semester lesson count to be sure students are on track for the semester.

Semester Reports:

- At the end of the semester, instructors will confirm that the semester lesson goal ***MATCHES EXACTLY*** with the semester lesson count.
- If an instructor teaches more lessons than included in a student's lesson goal, they will not be paid for those lessons (unless prior permission is given by Academy Director).
- If an instructor teaches fewer lessons than a student's lesson goal, they need to provide documentation about the extenuating circumstances to Academy Director.



Student Enrollment

Calendar:

Dawson Music Academy follows an Academic Calendar that includes:

- Fall Semester (August - December)
- Spring Semester (January - May)
- Summer Session (June - July)

Open Enrollment:

Dawson Music Academy has open-enrollment throughout the year. Students may begin lessons at any time during the semester.

Commitment to Lessons:

Once a student begins lessons, he/she is committed to finish lessons through the end of the semester.

Student Registration:

- Students pay an annual registration fee when they begin lessons. Students who are enrolled in Fall Semester do not need to re-enroll for Spring Semester.
- For Summer Session, students must complete a separate registration form to request their lesson times. (There is no registration fee for summer lessons.)
- Returning students register in July for the new academic school year. Instructors will communicate directly with returning students to confirm lesson times.



Make Up Lessons

Consistent Weekly Lessons:

Musical talents are best developed with consistent instruction. Consistent, weekly lessons help students establish routines of home practice, receive regular coaching from their teachers, and provide a foundation for musical success.

Rescheduling Due to Student Conflict:

- Each semester package allows for two make up lessons if needed, which will be completed at the end of each semester/year during the make up week(s) at the normal lesson time.
- Any lessons not made up by the end of Spring Semester will be forfeited.
- Communication for missed lessons should be made directly between the student and the instructor.

Rescheduling Due to Instructor Conflict:

- If an instructor is unavailable for a regularly scheduled lesson, the instructor should notify the student and the Director as far in advance as possible. The lesson can be rescheduled for a mutually agreed upon time on Dawson's campus.
- Although extenuating circumstances may occasionally interfere with regular lesson times, consistency with regular lessons is important. Ideally, an instructor would not need to reschedule regular lesson times more than twice within a given semester.



Lesson Cancellations

Lesson Cancellation Policy:

- Students are expected to give at least a **12-hour notice** to the instructor prior to the regular lesson time.
- If a student misses a lesson and fails to notify the instructor at least 12-hours prior to the scheduled lesson time, there will be no make up lesson scheduled and the student will be charged for the missed lesson. (In this situation, the instructor will still be paid for the lesson.)

Note: Instructors have the opportunity to show grace in special circumstances and not charge students for missed lessons. If a parent repeatedly cancels lessons at the last minute, please let the Academy Director know.



Scheduling Make Up Lessons

Scheduling Process:

1. Communicate with the student/parent to confirm the lesson time
2. Email the Director to confirm that there is a room available at the requested lesson time
3. The Director will email instructor with assigned teaching room

Note: Please email the Director at least 48 hours in advance of the requested make up lesson time to reserve a room.



Inclement Weather Plan

The Academy Director will make the decision concerning the opening or closing of the Academy due to inclement weather. In cases of inclement weather, Dawson Music Academy typically follows the weather closings of Homewood City Schools.

Communication Process:

If the Academy is closed, the following communication plan will be followed:

- Academy Director will notify instructors
- Academy Director will notify Academy students by email and by an announcement on Academy website
- Instructors will individually contact students whose lessons will be affected

Special Note:

The safety of instructors and students is extremely important. If the Academy is open, instructors must decide in their judgment whether or not it is safe to report to work.

Make Up Lessons:

Lessons missed due to inclement weather closures will be made up during the make up weeks at the end of the semester.



Facilities

Room Setups:

Always be sure to leave the room setup the way you found it. If you move a chair or music stand, please move it back to its original position. If you write on the board, please erase it before you leave. Classrooms are used by various church groups throughout the week, so it's important to keep the room setup consistent.

Piano Maintenance:

Notify the Director if you have any problems with the piano in your classroom (squeaky pedals, buzzing keys, wobbly piano bench).

Coffee Stations:

Do not make coffee at the coffee stations in the hallway. If you see students/parents making coffee in the hallway, please notify them that these stations are reserved for Wednesday and Sunday church groups. Coffee is available in the music office kitchen for you if you would like some. You can use the hot water at the coffee stations.

Child & Instructor Protection:

For the protection of instructors and students, instructors should position the teaching area in the room so that the instructor and student can easily be viewed through the classroom door window.



Studio Group Classes

Group Classes:

Each instructor has an option to offer studio group classes to the students within his / her studio. These classes may provide ways to teach theory concepts, practice recital etiquette (how to bow, how to walk on stage, etc...), or a time for students to get together and play for each other in a mini-concert.

Instructor Details:

- Individual studios can have as many group classes as they would like throughout the year.
- Instructors should communicate with the Academy Director to schedule group classes.
- At least 5 students must participate to have a group class.
- Only students enrolled in the Dawson Music Academy are allowed to participate in Studio Group Classes.

Student Details:

- Each student will complete online registration for the group class and submit the group class fee online.
- Each student will pay the group class fee of \$10 per hour.



Payroll

Payroll Information:

- All instructors will receive their pay by direct deposit into their account.
- If you have any questions about your pay, please communicate with the Director.
- Instructors' pay will be determined by online attendance records entered by Friday night at 8:00 p.m.
- Attendance records not submitted by Friday night at 8:00 p.m. will be submitted for the following week of payroll, and it is the instructor's responsibility to communicate this irregularity to the Director.

Payroll Details:

- Instructors receive pay every-other-Friday.
- Each payroll cycle includes 2 weeks of pay.
- The pay period for each week starts on Sunday and ends on Saturday.
- Due to payroll processing time, there is a one week pay delay. That means the pay deposited on Friday includes the two previously completed work weeks, but does not include the current work week. (For example, pay deposited on Friday, August 25 includes the hours worked the week of Sunday, August 6 and Sunday August 13, but does not include the lessons taught the week of Sunday, August 20. The lessons taught the week of August 20 will be paid on September 8.)



Online Pay Stubs

Login Information

- pbspay.evolutionpayroll.com/ess#
- User Name:
initial of first name + full last name + dmbc
- Password:
initial of first name + initial of last name + last 4 SSN + !

To Access Pay Stub Information

- Click on specific pay check date
- View hours worked, amount paid, taxes withheld, etc.
- View or print pay records as needed



Faculty Departure

Faculty Commitment:

Once instructors begin an Academic Teaching year (August-May), they are expected to complete their teaching commitment for that Academic year.

Faculty Departure:

We value the talents of our instructors and the investment they make in students' lives. We believe a long tenured faculty has greater impact on students' progress. If extenuating circumstances arise and an instructor decides not to continue teaching at the Academy for the upcoming academic year, he/she should follow the following steps:

1. Notify the Director in writing or in person of the intent to stop teaching at Dawson Music Academy. (The communication for the upcoming academic year which starts in August should be made on or before May 1 of the previous teaching year.)
2. Schedule a meeting with the Director to discuss transition plan. Please do not notify your students until after this meeting.
3. Communicate directly with students about the decision to no longer teach at Dawson Music Academy.
4. After the instructor has communicated with students, the Director will follow up with students to connect them with another instructor at the Academy to help them continue their musical studies.



Online Attendance



Account Information

Login Information

- dawsonmusicacademy.org
- Click "login" in top right corner
- Enter your email address
- Password: music

To Update Account Information

- Select "Account" from top of screen
- Select "My Account" tab
- Select "My Account Information" to update your phone number
- Select "My Addresses" to update your address
- Select "Reset My Password" to update your password

To View Schedule

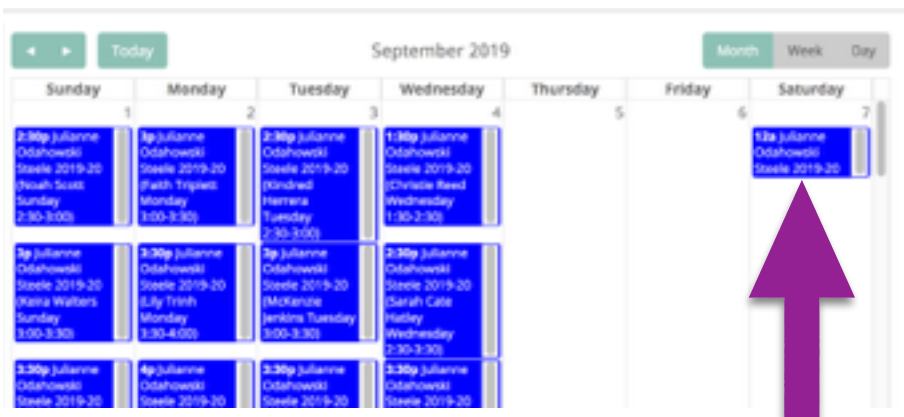
- Login to account at www.dawsonmusicacademy.org
- Select "Staff" from top of screen
- Select "Schedule" from dropdown list
- Click "Assigned Staff Events" tab on left side of screen
Note: When the box is completely blue (white letters for text), your schedule is being displayed.
- Select "Month, Week, or Day" in top right corner to see desired timeframe of schedule



Accessing Contacts

To Access Student Contact Information

- Login to account at www.dawsonmusicacademy.org
- Select "Staff" from top of screen
- Select "**Schedule**" from dropdown list
- Click "Assigned Staff Events" tab on left side of screen
Note: When the box is completely blue (white letters for text), your schedule is being displayed.
- Click on any Saturday tab that displays Instructor name on the online calendar. (See purple arrow in below diagram.)
- Click green "Reports" tab on the left side of the screen.
- Select box beside "Student Contact Info" and click green "Print" tab below. (When you click "Print," it will not actually send the report to the printer. The report will simply display on the screen to view.) If you would prefer to download the report to Excel, that is an option also.)
- View a list of the contact information for all of your students, listed by student.





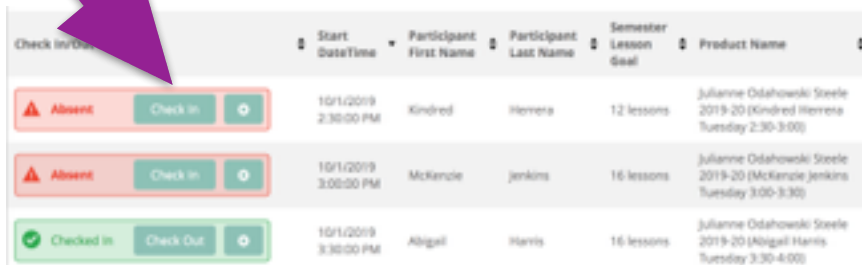
Recording Attendance










Online Attendance Records

- Attendance should be recorded for **ALL** students every week.
- **ALL** absences (excused or unexcused) should have a note indicating situation.
- It is important to keep accurate attendance records to be sure instructors are paid correctly and that students receive the correct number of lessons to match their tuition payments.

To Record Student Attendance

- Login to account at www.dawsonmusicacademy.org
- Select "Staff" from top of screen
- Select "**Check in**" from dropdown list
 1. Click inside "Choose Date" box and select the date for which you are taking attendance
 2. Choose "Products" (students) for whom to take attendance. After selecting students, scroll down and click green tab "Load Students"
 - NOTE:** Click in box beside "TITLE" to select ALL students
 3. Record attendance by clicking green "Check In" tab for students who were present. If students are absent with an excused absence (this means the lesson will be made up later), do not click "Check In." (See purple arrow in below diagram.)
NOTE: Students display in chronological order of lesson times, just as they do on lesson calendar.
 4. Scroll to bottom of page and click green tab "Attendance Complete." Click "OK" when prompted to confirm attendance.



Check In/Out	Start DateTime	Participant First Name	Participant Last Name	Semester Lesson Goal	Product Name
 Absent  	10/1/2019 2:30:00 PM	Kindred	Herrera	12 lessons	Julianne Odahowski Steele 2019-20 (Kindred Herrera Tuesday 2:30-3:00)
 Absent  	10/1/2019 3:00:00 PM	McKenzie	Jenkins	16 lessons	Julianne Odahowski Steele 2019-20 (McKenzie Jenkins Tuesday 3:00-3:30)
 Checked In  	10/1/2019 3:30:00 PM	Abigail	Harris	16 lessons	Julianne Odahowski Steele 2019-20 (Abigail Harris Tuesday 3:30-4:00)



Recording Lesson Notes

To Add a Lesson Note

- While on “Check In” screen for attendance with student names listed, find the tab for the student who needs a “Note” added.
- Click green “gear” symbol in right corner of “check in” tab for correct student. *(See purple arrow in below diagram.)*
- From the pulldown menu that appears, click the “Notes” tab.
- Type notes into the text box.
- Click “Save”
- Once a “Note” has been added for a student, a yellow dot will appear on the screen to indicate a note has been written.
- Click “Attendance Complete” tab at bottom of screen
- **IMPORTANT:** Notes for the current week will appear on the Director’s payroll report for current week. Notes added for previous weeks **OR** added after the payroll deadline will not be seen on the Director’s payroll report.

Notes for Absences

- ALL absences (excused or unexcused) should have a note indicating situation.

Sample Note for EXCUSED Absence

- “8.15.19 No lesson: Sally had dr. appt; will make up later”

Sample Note for UNEXCUSED Absence

- “8.15.19 No lesson: Sally was stuck in traffic; no notice given; will NOT make up lesson”



Check In/Out	Start Date/Time	Participant First Name	Participant Last Name	Semester Lesson Goal	Product Name
 Absent <input type="button" value="Check In"/> 	10/1/2019 2:30:00 PM	Kindred	Herrera	12 lessons	Julianne Odahowski Steele 2019-20 (Kindred Herrera Tuesday 2:30-3:00)
 Absent <input type="button" value="Check In"/> 	10/1/2019 3:00:00 PM	McKenzle	Jenkins	16 lessons	Julianne Odahowski Steele 2019-20 (McKenzie Jenkins Tuesday 3:00-3:30)
 Checked In <input type="button" value="Check Out"/> 	10/1/2019 3:30:00 PM	Abigail	Harris	16 lessons	Julianne Odahowski Steele 2019-20 (Abigail Harris Tuesday 3:30-4:00)



Recording Excused Absences

****Excused Absence = Lesson will be made up later in semester***

To Record Excused Absences

- Login to account at www.dawsonmusicacademy.org
- Select "Staff" from top of screen
- Select "Check In" from dropdown list
 1. Click inside "Choose Date" box and select the date for which you are taking attendance
 2. Choose "Products" (students) for whom to take attendance. After selecting students, scroll down and click green tab "Load students"
NOTE: Click in box beside "TITLE" to select ALL students
 3. If students are absent with an excused absence (this means the lesson will be made up later), **do not click "check in."**
 4. **Add a "note" indicating the reason for the absence AND indicating that the lesson will be made up later.**
 5. Scroll to bottom of page and click green tab "Attendance Complete." Click "OK" when prompted to confirm attendance.

Instructor Conflict = Excused Absence

- Attendance should be recorded for ALL students every week.
- If an instructor has a conflict with a lesson date, attendance should be recorded as an "Excused Absence" since it will be made up later. Add a "Note" in the notes section indicating the instructor conflict.

How to Change Student's Attendance Who Was Accidentally Marked Present to reflect as ABSENT

- Click green "gear" symbol in right corner of "check in" tab for student.
- From the pulldown menu that appears, click the "Delete Check-In/Out History" tab.
- Scroll to bottom of page and click green tab "Attendance Complete." Click "OK" when prompted to confirm attendance.



Recording Unexcused Absences

****Unexcused Absence = Lesson will NOT be made up later in semester***

To Record Unexcused Absences

- Login to account at www.dawsonmusicacademy.org
- Select "staff" from top of screen
- Select "check in" from dropdown list
 1. Click inside "Choose Date" box and select the date for which you are taking attendance
 2. Choose "Products" (students) for whom to take attendance. After selecting students, scroll down and click green tab "Load students"
NOTE: Click in box beside "TITLE" to select ALL students
 3. To mark a lesson as "unexcused," record attendance by clicking **green "check in"** tab as if the student were present.
 4. **Add a "note" indicating the reason for the absence AND indicating that the lesson will NOT be made up later.**
 5. Scroll to bottom of page and click green tab "**Attendance Complete.**" Click "OK" when prompted to confirm attendance.

Late Cancellation = Unexcused Absence

- Our policy states that cancellations with less than 12 hours notice are unexcused.
- *An unexcused lesson means the student is charged for the lesson and the instructor is paid. The lesson counts in the student's semester attendance totals and lesson will not be made up at the end of the semester.*



Recording Attendance: Make Up Lessons

Option 1: MAKE UP WEEK

Missed lesson during semester (Excused Absence)

Make Up Lesson taught during make up week at end of semester

Online Attendance:

- *ABSENCE*: Mark student absent for missed lesson & add note
- *MAKE UP*: During make up week at end of semester, record student "present" for make up week attendance

Option 2: TWO LESSONS IN ONE WEEK

Missed lesson during semester (Excused Absence)

Make Up Lesson taught as EXTRA lesson in same week as

regular lesson (Ex: 30 minute lesson on 9.15 as regular lesson AND 30 minute make up lesson on 9.17 to make up missed lesson on 9.8)

Online Attendance:

- *ABSENCE*: Mark student absent for missed lesson & add note
- *MAKE UP*: After make up lesson is taught:
 1. **Add note** for current week: "Double lesson: regular lesson 9.15 AND make up lesson 9.17 for missed lesson on 9.8"
 2. **Change attendance** for missed week: Go back to originally missed date and change from "absent" to "present"

Option 3: EXTENDED TIME (TWO LESSONS IN ONE WEEK)

Missed lesson during semester (Excused Absence)

Make Up Lesson taught during extended time

(Ex: 45 minute lessons on 9.15 and 9.22 to make up missed lesson on 9.8)

Online Attendance:

- *ABSENCE*: Mark student absent for missed lesson & add note
- *MAKE UP*: Once full lesson time is made up:
 1. **Add note** for current week: "Double lesson: 45 min lessons taught 9.15 & 9.22; made up 9.8"
 2. **Change attendance** for missed week: Go back to originally missed date and change from "absent" to "present"



Online Attendance

Viewing Semester Lesson Goals

Semester Lesson Goal* = Number of Lessons To Be Taught

*This is the number of lessons paid for by student for semester.

- Regular Tuition at Dawson Music Academy includes 16 lessons in each semester.
- Students who join mid-semester receive a pro-rated lesson goal.
- Instructors should regularly compare the student's semester lesson goal with the semester lesson count to be sure students are on track for the semester. (Refer to page 42 for more details on Academy Policy.)
- If an instructor teaches more lessons than included in a student's lesson goal, they will not be paid for those lessons (unless prior permission is given by Academy Director).
- If an instructor teaches fewer lessons than a student's lesson goal, they need to provide documentation about the extenuating circumstances to Academy Director.

To view each student's Semester Lesson Goal,

- View column on weekly attendance spreadsheet



Check In/Out	Start DateTime	Participant First Name	Participant Last Name	Semester Lesson Goal	Product Name
<input checked="" type="checkbox"/> Checked In <input type="button" value="Check Out"/> <input type="button" value="⊙"/>	9/30/2019 3:30:00 PM	Amelia	Worley	16 lessons	Melanie Thompson 2019-20 (Amelia Worley Monday 3:30-4:00)
<input checked="" type="checkbox"/> Checked In <input type="button" value="Check Out"/> <input type="button" value="⊙"/>	9/30/2019 4:00:00 PM	Deliah	Dussich	16 lessons	Melanie Thompson 2019-20 (Deliah Dussich Monday 4:00-4:45)
<input checked="" type="checkbox"/> Checked In <input type="button" value="Check Out"/> <input type="button" value="⊙"/>	9/30/2019 4:45:00 PM	Emma	Wallace	10 lessons	Melanie Thompson 2019-20 (Emma Wallace Monday 4:45-5:15)
<input checked="" type="checkbox"/> Checked In <input type="button" value="Check Out"/> <input type="button" value="⊙"/>	9/30/2019 5:15:00 PM	Nona	Richardson	16 lessons	Melanie Thompson 2019-20 (Nona Richardson Monday 5:15-5:45)
<input checked="" type="checkbox"/> Checked In <input type="button" value="Check Out"/> <input type="button" value="⊙"/>	9/30/2019 5:45:00 PM	Clara	Worley	16 lessons	Melanie Thompson 2019-20 (Clara Worley Monday 5:45-6:15)



Viewing Semester Lesson Count Reports

Semester Lesson Count = Number of Lessons Attended for Semester*

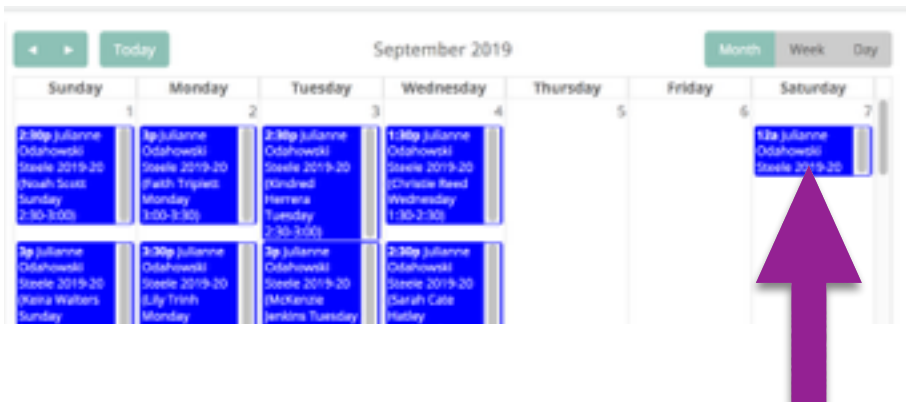
*Final Semester Lesson Count should equal Semester Lesson Goal

*Refer to page 42 for more details on Academy Policy.

To access the Semester Lesson Count Report,

- Login to account at www.dawsonmusicacademy.org
- Select "Staff" from top of screen
- Select "**Schedule**" from dropdown list
- Click on any Saturday tab that displays Instructor name on the online calendar. (See purple arrow in below diagram.)
- Click green "Reports" tab on the left side of the screen.
- Select box beside "Lesson Count Report" and click green "Print" tab below. (When you click "print," it will not actually send the report to the printer. The report will simply display on the screen to view.) If you would prefer to download the report to Excel, that is an option also.)
- View a list of attendance records for all of your students.

Note: An "X" indicates "present" and "blank" indicates "absent."

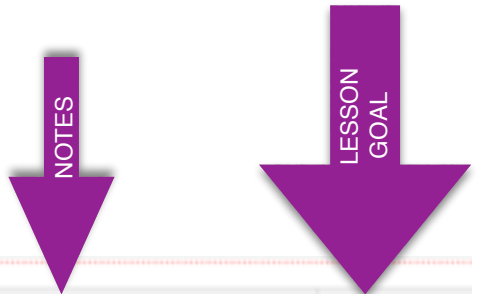




Viewing Semester Summary Reports

To access the following information, view the Semester Lesson Count Report:

- All weekly attendance records for all students for the semester. (NOTE: An “X” indicates “present,” which means the student attended the lesson. A “blank” indicates “absent,” which means the student did NOT attend the lesson.)
- All weekly notes for all students for the entire semester. *(See below.)*
- Specific Semester Lesson Goal for each individual student. *(See below.)*



Student Name	Session Date	Private Lesson	Note	Semester Lesson Goal
L. McKenzie	8/13/2019 12:00:00 AM	X		15 lessons
L. McKenzie	8/20/2019 12:00:00 AM	X		15 lessons
L. McKenzie	8/27/2019 12:00:00 AM	X		15 lessons
L. McKenzie	9/3/2019 12:00:00 AM		Excused absence, sick, advanced notice given, makeup lesson TBD	15 lessons
L. McKenzie	9/10/2019 12:00:00 AM	X		15 lessons
L. McKenzie	9/17/2019 12:00:00 AM	X	I was out of town. Lesson was rescheduled for Wednesday 9/18 at 2:00	15 lessons
L. McKenzie	9/24/2019 12:00:00 AM	X		15 lessons

ABSENT

PRESENT

Name	Session Date	Private Lesson	Note	Semester Lesson Goal
Mary Parham	8/13/2019 12:00:00 AM	X		15 lessons
Mary Parham	8/20/2019 12:00:00 AM	X		15 lessons
Mary Parham	8/27/2019 12:00:00 AM	X		15 lessons
Mary Parham	9/3/2019 12:00:00 AM	X		15 lessons
Mary Parham	9/10/2019 12:00:00 AM	X		15 lessons
Mary Parham	9/17/2019 12:00:00 AM	X	I was out of town. Lesson was rescheduled for Thursday 9/19 at 4:15pm	15 lessons
Mary Parham	9/24/2019 12:00:00 AM	X		15 lessons

REVISED 9.12.19

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(205) 871-7324 · Prayer Line: (205) 795-PRAY
www.dawsonchurch.org



DAWSON
Family of Faith